

LUNENBURG HOUSING AUTHORITY

MINUTES OF THE MONTHLY MEETING

October 23, 2014

Members Present: Elizabeth Murphy, Chair
Deborah A.H. Christen, Vice Chair
Caroline Fortin, Member
Paul Doherty, Member

Absent: Amaryllis Leet, Member

Also Present: Eugene Capoccia, Secretary
Peter Proulx, Recording Secretary

Resident Participation:

- A. A resident questioned if we will be having a snowing meeting. The Executive Director stated it is scheduled.
- B. Parking lot in back lot, the sap comes off the trees and falls on his car.
- C. Our septic system needs to be pumped.
- D. Locks on the outside door to be lockable, is this a law? Would like to have the outside door lockable.
- E. New windows where the air conditioners are installed do not close very well. The Executive Director said that we will look at the windows (F-2, Tony to look at the windows) and F-4).
- F. One resident said that the back door and the front door at M-4 will not lock. John fixed it but it is broken again.
- G. Instruct Keith to remove the pine needs from sidewalk and lot at least on ???
- H. Resident mentioned that a fellow resident was (Ralph) hit by a car while riding his bike. Another resident said Ralph is getting better.
- I. Resident asked about the smoking policy, Unit F is the problem. The Executive Director explained the policy.

1. The chair declared a quorum present and opened the meeting at 6:50 p.m.
2. Minutes:

Deborah Christen made a motion to accept the minutes of the April 17, 2014 meeting. Caroline Fortin seconded the motion, the motion was unanimously approved.

3. The Executive Director presented his Report:
 - A. Discussed the three (3) vacancies. Two people are moving downstairs and one person has moved into the Leominster Summit Health Care program.
 - B. Everything is going quite well in general. The Executive Director discussed the net metering proposal for Fitchburg and how it would benefit the Lunenburg Housing Authority. The Executive discussed the pros and cons to participating in the program. The Executive recommended the Lunenburg Housing Authority purchase between 55% and 65%.
 - C. The Executive raised the by-law documents that had been mailed and distributed new copies and discussed the need to update the by-laws, including the date and time of minutes and the signature of checks.
4. The Executive Director presented the Financial Report.
 - A. Deb Christen asked if it is time to sign new signature cards.
 - B. The Executive Director discussed the financial climate of the Lunenburg Housing Authority on F2. We are at 67.61% for the reserve level, on F3 the Executive Director ran down the expenses and revenues of the Lunenburg Housing Authority.

A resident asked to speak about the comments made before the meeting stating that he is the person that is smoking. He was instructed by the board members and the Executive Director that this is a management issue and he should call the Executive Director during the normal business hours.

The Executive Director stated that his contract requires that he give the Lunenburg Housing Authority board notice of his retirement. He then discussed his plan to retire. The advertisement for the Executive Director position will go out in November.

5. Facilities Report – no review at meeting.
6. Mr. Capoccia presented the following resolution:

RESOLUTION TO UPDATE THE EXISTING BY-LAWS

Resolution 201407

Whereas: The Lunenburg Housing Authority has the need to update the existing by-laws as they are outdated and need revision.

NOW THEREFORE BE IT RESOLVED,

That the Lunenburg Housing Authority Board of Commissioners approve the revised by-laws to be effective immediately.

RESOLVED, Motion made by Elizabeth Murphy to approve the revised by-laws effective immediately.

SECONDED, Deborah A.H. Christen seconded the motion, and the motion was passed by a unanimous vote.

7. No Old Business.
8. No New Business.
9. No Correspondence.
10. Being no further business; on a Motion by Deborah Christen, seconded by Caroline Fortin, the meeting adjourned at 7:40 p.m.

